

SUPPLEMENTAL JOB DESCRIPTION

Classification: LEGAL SECRETARY II

Function Code: 5692-095

Position Title: Legal Secretary

Date Established: 08/15/88

Position Number: 40534

Date of Last Amendment: 6/14/05

SCOPE OF WORK: Performs responsible secretarial work of a professional, confidential and technical nature within the Division of Child Support Services, Legal Unit.

ACCOUNTABILITIES:

- Processes case referrals for staff attorneys including the setting up of legal files and processing confidential child support and paternity petitions and other court documents requiring specialized knowledge of legal terminology and procedures, and documenting all such activity in the Child Support Legal Subsystem.
- Processes criminal non-support referrals including the opening of case files, verifying required documentation, requesting required documentation from workers if the referral is not complete and tickling the cases for follow-up.
- Drafts and types correspondence and specialized legal documents for attorney reviews.
- Processes hearing information ensuring dockets are correct and parties have been notified in a timely manner.
- Creates and manages special files for hearing notices and paternity test results.
- Performs clerical/secretarial duties including opening, reviewing, sorting and distributing court orders and attorney mail, photocopying, typing, filing, and answering telephone inquiries.
- Operates a personal computer utilizing various software and mainframe applications, to reproduce a variety of written or typed narrative, financial, court, and other material into finished copy, ensuring that material is placed in memory and that all formatting requirements are met.
- Communicates and interacts with the public, state and federal agencies, courts, and attorneys to direct them to the appropriate agency or personnel who can best handle their inquiries.
- Familiarity with automated work environments and technical proficiency in the regular daily use of a variety of automated tools and processes. This includes direct on-line inquiry; direct on-line entry of adding and changing information within a sophisticated and complex data base; the use of word processing and regular communication through electronic mail.
- Supervises volunteer worker on a regular basis, assigning work and answering questions.
- Performs receptionist functions within unit to ensure expeditious routing of clients and other contacts.
- Substitutes and assumes job functions of other support staff when necessary to assure that work is completed on a timely basis.
- Processes and distributes monthly supply orders for the unit.

MINIMUM QUALIFICATIONS:

See class specification for Legal Secretary II.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Penny Keyser-Smith, Supervisor V, #16227

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Paula Wells, Supervisor IV, #19769

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved